

<h1 style="text-align: center;">佐世保基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号： Announcement No.	10-2016-NEX-SA(001)
		募集締切日： Closing Date	22 Mar 16 1 st cut off: 8 Mar 16
		発行日： Date of Issue	24 Feb 16
1.職種名 Job title (等級 Grade <u>2-3</u> / 語学等級 LD <u>0</u>) <h3 style="text-align: center;">Stock Handler, #2127</h3> <p>Acceptable Trainee Level: N/A</p> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> 事務系 Administrative <input checked="" type="checkbox"/> 技能系 Blue Collar Trade <input type="checkbox"/> 保安系 Security <input type="checkbox"/> 医療系 Medical </div>		募集人数 No. of Recruitment <div style="text-align: center;">1 名 (One)</div>	4.募集範囲 Area of Consideration (AOC) <input checked="" type="checkbox"/> I. 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> II. 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> III. 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> IV. 外部 Off Base Applicant
2.部隊 Activity Navy Exchange, Sasebo ネイビーエクスチェンジ 佐世保 勤務場所 Working Place: Mini Mart / Auto Port. Bldg. (#1625) ミニマート/ オートポート (建物番号 1625) 佐世保市平瀬町		5.雇用の種類 Type of Employment <input type="checkbox"/> MLC <input checked="" type="checkbox"/> IHA <input checked="" type="checkbox"/> HPT <input type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (__ヵ月 Months) (HPT 時給制従業員) 時給¥860	
3.勤務時間 Work Schedule: 24hrs a week. Varies between 06:30-21:30 (週 <u>24</u> 時間制、06:30-21:30 内でのシフト制) 勤務日 Work Days: Varies to include weekend and holidays. 週末祝日を含むシフト制 勤務時間・休憩 Work Hours/Recess Period: Varies / 45 minutes recess on the day works more than 6hrs, no recess on the day works less than 6 hrs. 各種勤務時間あり。 休憩は一日 6 時間以上勤務の日は 45 分間、6 時間未満は休憩無し <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel </div>			
6.職務内容 Duties Please see attached task list.			
7. 資格要件/身体条件 Qualification/Physical Requirements a. Must have GOJ regular vehicle driver's license (A/T limited is not acceptable). b. Physical duty is required. c. Must have forklift license. Handicapped applicants may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input checked="" type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : See Block 7		免許証/修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8	

8. 提出するもの Application and Associated Documents	職務状況 Working Condition
<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) (<input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either) <input type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) (上記と同じ言語で, Same language as above) <input checked="" type="checkbox"/> 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』 If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives" <input checked="" type="checkbox"/> 運転免許証の写し Copy of GOJ regular vehicle driver's license (A/T limited is not acceptable). <input checked="" type="checkbox"/> 修了証/証明書の写し Copy of Certificate (Forklift license フォークリフト運転技能講習終了証) <input type="checkbox"/> 英語の能力を証明するもの (写し) Anything to certify English Proficiency (Copy) <input checked="" type="checkbox"/> 82 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Residence Card and Passport/Visa Copy	

9. 応募書類提出先 Office to Submit

内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.

（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員のみの場合、外部応募者（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base Applicants will be rated ineligible.

1. 内部応募者（現 MLC/IHA 従業員）提出先：

〒857-0056
佐世保市平瀬町
米海軍佐世保基地民間人人事部雇用課
内線/Extension 252-3656/3660
受付時間 Operating Hours：0800 - 1600

Current MLC/IHA Employees must submit to:

〒857-0056
Hirase-cho, Sasebo City
CNRJ HRO Sasebo Satellite Office
MLC/IHA Employment Branch, Bldg# PW47

2. 外部応募者（非従業員）提出先：

〒857-0056
佐世保市平瀬町 3-1
独立行政法人 駐留軍等労働者労務管理機構 佐世保支部
電話番号 Phone：0956-23-7191
受付時間：午前 9 時 - 午後 5 時、月曜日 - 金曜日（日本の祭日を除く）
Operating Hours: 0900 - 1700, Monday - Friday (except Japanese Holidays)

Off Base Applicants must submit to:

〒857-0056
3-1 Hirase-cho, Sasebo City
Labor Management Organization, Sasebo Branch

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC : NEX オフィス / NEX Office

軍電 (DSN) 252-2454

PD No.: CFAS-RO-013-PT

PD is accurate and current. Certified by Activity: hh

HRO: (rcvd:1/27) tm
1/28

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.

提出された応募書類はお返ししません Submitted applications will not be returned.

募集締切日 16 時(午後 4 時)必着です。Eメールやファックスでの応募書類は受付できません。Applications must be received by the closing date of the Vacancy Announcement by 1600 hours (4:00 PM). Emailed and Faxed applications will not be accepted.

人事部へ応募書類を郵送する場合は書留にしないで下さい。書留で郵送された応募用紙は受理しません。 Please do not send applications by registered mail to HRO. Registered mail sent to HRO will not be accepted.

HRO の建物(建物番号 PW-47) 1 階、正面出入り口に入って右の壁に 内部応募者用の投函口が設置してあります。投函される場合は応募締切めくり日の 16 時(午後 4 時)までにしてください。Job applications may be dropped in the designated HR “Drop Box” located on the right side in the first floor, main entrance of the HRO bldg. # PW-47, no later than 1600 hours (4:00 PM) by the closing date.

応募書類の書式は以下の URL よりダウンロードできます。最新の応募用紙を提出してください。 Forms for application are available for download on our web site. Please submit updated application.

(https://www.cnrc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_JN_Forms.html)

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律（平成 15 年法律第五十七号）

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記：記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

STOCK HANDLER

1. Performs repetitive stock handling work in a warehouse or storage area. Physically receives items entering the inventory from commercial, government, and internal sources. Unloads material from railroad cars, trucks, ships, or aircraft. Opens packages and boxes after identification by inspector, checks items against accompanying papers for agreement of quantity, nomenclature and part number and obvious condition of material, checks for back orders or due-ins to be delivered to the user or to be reshipped immediately. Marks documents to indicate receipt of the property and accuracy of the shipment. Repackages items into predetermined units of issue or quantities for storage. Bins, stacks and stores items in proper location as indicated by locator cards or warehouseman. Carries or carts smaller items and requests forklift operator to move heavy or palletized items. Removes stock from bay location noted on shipping documents. Assembles items requisitioned and delivers to the packing area for shipment preparation. Weighs and counts boxes, crates, and packages on the receiving or shipping lines. Posts weight and number of boxes onto the shipping or receiving document. Segregates property by class. Segregates turn-in items received by condition. Places unserviceable items in separate storage area to await repair or turn-in. Under supervision of unit chief who makes assignments and provides guidance as necessary. Subject to strain in moving boxes and crates. Ordinary vehicle license is required to drive USN vehicle delivery truck. Performs other related or incidental duties as assigned.

2. Loads merchandise on the delivery truck by fork-lift on the base, then delivers to off- base & housing area by delivery truck.

Performs other related or incidental duties as assigned.

GOJ regular vehicle driver's license (AT limited driver's license is not acceptable) and Forklift operator's license are required.